



JOLIET JUNIOR COLLEGE  
—1901—

**REQUEST FOR PROPOSAL  
R18018**

**Fixed Asset Inventory Services**



# JOLIET JUNIOR COLLEGE

---

1901

Joliet Junior College  
Request for Proposal  
**RFP Opening February 8, 2019**

## **Background**

Joliet Junior College (JJC), the nation's first public community college is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 14,912 full time and part time students enrolled in Spring 2018 classes and 1,950 staff on its main campus located within the city of Joliet, and its 5 extension campuses located in Romeoville, Morris, Frankfort, Weitendorf, and City Center in downtown Joliet.

JJC is the only public postsecondary institution within District 525 boundaries. JJC is located approximately 45 miles south of Chicago, the third largest city in the United States. Today, the 1,442-square mile district serves over 700,000 residents in Will, Grundy, Kendall, LaSalle, Kankakee, Livingston, and Cook counties. Multiple locations exist to serve residents throughout the district. The College consists of one (1) main campus (2) extended campuses, three (3) education centers, and multiple satellite locations throughout the district.

JJC has approximately 15,000 students per year enrolled in credit courses.

## **Vision Statement**

Joliet Junior College will be the first choice.

## **Mission Statement**

Joliet Junior College is an innovative and accessible institution, dedicated to student learning, community prosperity, cultural enrichment, and inclusion. Joliet Junior College delivers quality lifelong learning opportunities empowering diverse students and the community through academic excellence, workforce training, and comprehensive support services.



## OVERVIEW

The Board of Trustees of Joliet Junior College (hereinafter, "JJC") is requesting proposals from Providers for services relating to fixed asset inventory management services.

Services for fixed asset inventory management are being requested for the following objectives:

1. Financial Reporting
  - a. Audit compliance
  - b. Compliance with Generally Accepted Accounting Principles (GAAP), and Governmental Accounting, Auditing and Financial Reporting (GAAFR) requirements
2. Insurance Requirements
  - a. Total insurable values
  - b. Provide specific values
  - c. Maintain accurate insurable values
3. Capital Expenditure Planning
  - a. Capital asset valuation
  - b. Increase accuracy of replacement forecasting

The completed asset inventory will be used as a base for maintaining a computerized asset management system used in calculating depreciation of assets with a unit cost of \$2,500 or more in value for accounting purposes. The current fixed asset inventory list can be found in Attachment A which will be posted @ <https://www.jjc.edu/community/vendors/current-solicitations> no later than, January 22, 2019.

Additional scope is discussed in the **SCOPE OF WORK** section of this proposal.

## I. RFP SCHEDULE

Date (2019)	Event
January 18, 2019	Vendors contacted via email / advertised
January 24, 2019 @ 2:00 p.m. CST, 1215 Houbolt Road, Bldg. Room A3014, Joliet, IL 60431	Pre-Proposal Meeting ( <b>attendance is optional</b> )
January 31, 2019 @ 2:00 p.m. CST	Last date/time for submission of written questions via email to purchasing@jjc.edu
February 5, 2019 @ 5:00 P.M.CST	Responses to questions emailed
February 8, 2019 @ 2:00 p.m. CST	Proposals must be submitted to the attention of: Janice Reodus, Director of Business & Auxiliary Service,



	Campus Center Building A, Room 3100, 1215 Houbolt Road, Joliet, IL 60431
February 11-15, 2019	JJC Evaluation Team reviews proposal
February 19-20, 2019	Possible presentations by two top short-listed firms
March 14, 2019	Notification of Award

## II. INSTRUCTIONS TO VENDORS

**PRE-PROPOSAL MEETING:** Interested respondents are invited to participate in the **January 24, 2019** pre-proposal meeting that will include a walk-through of the facilities to be inventoried. The meeting will be held at 2:00 p.m. CST at 1215 Houbolt Road, Building A, Room 3014. Joliet, IL 60431. Attendance is optional.

**ADVICE:** The department responsible for this RFP is the Business and Auxiliary Services located at Campus Center, Building A, Room 3100, 1215 Houbolt Rd., Joliet, IL 60431-8938. The JJC contact will be Janice Reedus, Director of Business & Auxiliary Services, telephone (815) 280-6640; fax (815) 280-6631.

Questions concerning this RFP will be answered if sent to the Purchasing Department via email to [purchasing@jjc.edu](mailto:purchasing@jjc.edu) on or before 2:00 p.m. on January 31, 2019.

All questions and answers will be published and provided to all potential suppliers by end of business day on **February 5, 2019**.

**SUBMISSION:** The submission of a response shall be prima facie evidence that the supplier has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Faxed proposals ARE NOT acceptable. All RFPs must be submitted by the date and time of public opening (see above). RFPs must be submitted on the forms provided in a sealed envelope clearly marked (typed or blocking lettering only) with the vendor's name, return address, RFP for **FIXED ASSET INVENTORY SERVICES**, the opening date and time. An original and two (2) copies of the RFP, and a complete electronic copy (DVD or flash drive) of the proposal shall be provided. Each hard copy shall be submitted in a binder. RFPs must be addressed to: Joliet Junior College, Janice Reedus, Director of Business & Auxiliary Services, Campus Center Room A3102, 1215 Houbolt Rd., Joliet, IL 60431-8938.

RFPs not submitted in the format as instructed by this RFP will not be accepted. Addendums to this RFP, once filed, may be submitted in a sealed envelope only, properly identified, prior to the opening hour.



# JOLIET JUNIOR COLLEGE

---

1901

Receipt of RFP / Late RFP: Sealed RFPs shall be received at the place and until the time indicated in this RFP. It is the sole responsibility of the vendors to ensure timely delivery of the RFP. JJC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor.

RFPs received after the date and time specified shall be considered LATE, and shall not be opened.

Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening: Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals may be withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the RFP without the prior written approval of the Director of Business and Auxiliary Services or Joliet Junior College.

**ADDENDA:** The only method by which any requirement of this solicitation may be modified is by written addendum.

**PROPOSAL DUE DATE:** The proposal must be received on or before 2:00 p.m., **February 8, 2019** at the Business and Auxiliary Services Department, Campus Center, Room A3100, 1215 Houbolt Rd., Joliet, IL 60431-8938

## **INSURANCE:**

The supplier performing services for JJC shall:

Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.

Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this RFP. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.

## **TAXES:**

JJC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JJC will not be responsible for payment of the taxes. The supplier shall absorb the taxes entirely. Upon request, JJC's Tax



# JOLIET JUNIOR COLLEGE

---

1901

Exemption Certificate will be furnished.



## **INDEMNIFICATION:**

The supplier shall protect, indemnify and hold JJC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the supplier.

## **DISCLOSURE:**

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

## **TERM OF CONTRACT:**

Any contract, which results from this RFP, shall be for a period of 90 days with an anticipated completion date of June 30, 2019 from the date of the contract award.

## **BLACKOUT PERIOD:**

After the College has advertised for proposals, no pre-proposal vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of specifications, clarification of bid submission requirements or any information pertaining to prebid conferences. Such vendors making such request shall email Janice Reedus, Director of Business & Auxiliary Services, at [purchasing@jjc.edu](mailto:purchasing@jjc.edu) No vendor shall visit or contact any College officers or an employee until after the proposal is awarded, except in those instances when site inspection is a prerequisite for the submission of a proposal. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response.

### **III. GENERAL TERMS AND CONDITIONS**

**Applicability:** These general terms and conditions will be observed in preparing the proposal to be submitted.

**Purchase:** After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business and Auxiliary Services.

**Right to Cancel:** JJC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar days written notice of such cancellation. Should JJC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.



**Governing Law and Venue:** This contract shall be construed in and governed under and by the laws of the State of Illinois. Any actions or remedies pursued by either party shall be pursued in the State and Federal Courts of Will County, Illinois, only after Alternate Dispute resolution (ADR) has been exhausted.

**Dispute Resolution:** JJC and the contractor shall attempt to resolve any controversy or claim arising from any contractual matter by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.

**Costs:** All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the vendor.

**Proprietary Information:** Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your proposal will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While JJC will endeavor to maintain all submitted information deemed proprietary within JJC, JJC will not be liable for the release of such information.

### **Illinois Department of Human Rights Act**

The parties to any contract (inclusive of subcontractors) resulting from this RFP hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. Any vendor awarded a contract as a result of this RFP must comply with the Illinois Department of Human Rights Equal Opportunity Act/Rules Sections 750.5 and 5/2-105.

### **Sexual Harassment Policy**

Pursuant to Section 50-80 of the Illinois Procurement Code, each bidder who submits a bid or offer for a State of Illinois contract under this Code shall have a sexual harassment policy in accordance with paragraph (4) of subsection (A) of Section 2-105 of the Illinois Human Rights Act. A copy of the policy shall be provided to the college entering into the contract upon request.

### **Illinois Criminal Code of 1961**

Responding vendors must not be barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.





**Business Enterprise Program (BEP):**

Minorities, Females, and Persons with Disabilities Participation and Utilization Plan:

Joliet Junior College will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation contains a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575). Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), [Business Enterprise Program \(BEP\)](#) web site to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to (<http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx>) for complete requirements for BEP certification. For applicable projects, vendors may be asked to submit a [utilization plan](#) and [letter of intent](#) that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

**Negotiation:** JJC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. JJC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of JJC.

**Award:** The successful vendor, as determined by JJC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the proposed project. The supplier may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from JJC.

**Retention of Documentation:** All proposal materials and supporting documentation that are submitted in response to this proposal becomes the permanent property of JJC.

**Opening of Proposals:** Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.



## IV. FORMAT FOR RESPONSE

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

**An original and (2) copies** of the RFP and a complete electronic copy (DVD or flash drive) of the proposal shall be provided. Each hard copy shall be submitted in a binder. The original copy should be so noted and signed.

### A. Title Page

Show the RFP subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

### B. Table of Contents

Clearly identify the materials by sections and page number(s).

### C. Letter of Transmittal

Limit to one or two pages.

1. Briefly state the vendor's understanding of the scope of services to be provided and make a commitment to provide the services within the time period.
2. List the names of the persons who will be authorized to make representations for the vendor, their titles, address, and telephone numbers.

### D. Profile of the Vendor

Interested Respondents must submit a brief statement of qualifications including the following information.

1. General Information
  - a. Name of firm, contact person, address, and telephone and fax number of the firm.
  - b. Type of organizational structure (individual, partnership, corporation, other) and year established.
  - c. A brief history of the firm, and the current number of full-time employees and their areas of expertise, experience, and qualifications.
  - d. Additional services available to clients.
  - e. A general work plan that your organization would follow with this project.



2. Project Team – Attach as **Appendix A**

- a. Names, titles, qualifications and project role of the proposed team members.
- b. The organizational structure of the team, including reporting procedures and line of communication.

3. Project Experience – Attach as **Appendix B**

Provide the following information on clients for whom services have been provided within the last five years:

- a. Name and location of the organization
- b. Description of the project and the service provided
- c. Date of survey/report
- d. Number of facilities and buildings surveyed
- e. Gross square feet of the project
- f. Client contact name, position, and telephone number.

4. References (at least **five**). Attach as **Appendix C**

Include any instances of higher education institutions which have successfully utilized the respondent's service and/or which were utilizing the Ellucian Colleague (ERP) Fixed Asset System.

- a. Name of individual
- b. Name of Organization
- c. Location of Organization
- d. E-mail address
- e. Phone number

5. Indicate any third-party firms involved with your program and state their role(s).

## **E. Scope Section**

Clearly describe the scope of services to be provided based upon the information in the scope section. Respond to each item listed.

## **F. Responses to Addendum**

## **G. Prices Responses**

Cost and Time Proposal – Attach as **Appendix D**

Complete attached blank **Appendix D** form detailing cost and time proposal



## **H. Invoicing Procedure**

1. Describe the firm's invoicing procedures.
2. Include documentation identifying all of the vendor's fees.

## **I. Proposed Contract**

Please submit a draft contract for the services being offered.

## **J. Bidder's Certification Statement**

## **V. EVALUATION**

In evaluating the proposals submitted, JJC will apply the "Best Value" standard in selecting the supplier to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, of "best value" to JJC, in the sole judgment of JJC. The selection process will include, but not be limited to, the following considerations:

- a. The quality and range of services the firm proposes to provide.
- b. The extent to which the goods or services meet JJC needs.
- c. The firm's overall experience, reputation, expertise, stability and financial responsibility.
- d. The vendor's past relationship with JJC, if any.
- e. The experience and qualifications of the staff that will be assigned to service JJC's account.
- f. The ability to provide service in an expedient and efficient manner.
- g. Quality and range of management reports
- h. Vendor's financial terms offered to JJC.
- i. The training options available.
- j. The total, long-term cost to JJC to acquire the vendor's goods and services.
- k. Any other relevant factor that a private business entity would consider in selecting a supplier.

## **VI. SCOPE OF WORK**

### **A. The fixed asset inventory audit should include, but not be limited to:**

1. Preparation of a comprehensive narrative report describing the scope, procedures and definitions used in the service performed.
2. A physical inspection and inventory of all contents in all buildings at all campuses and centers.



3. Database - Preparation of a master report and associated electronic file which would include, at a minimum, the following information for the assets included:
  - a. Property/location
  - b. Building
  - c. Floor
  - d. Room
  - e. Department
  - f. Classification (Capital/Non-Capital)
  - g. Quantity
  - h. Description
  - i. Manufacturer\*
  - j. Model\*
  - k. Serial Number\*
  - l. Useful Life
  - m. Cost of reproduction new at today's cost
  - n. New Bar Code number
  - o. Old Asset number\*
  - p. Asset category
  - q. In-Service (Y/N)
  - r. Condition
  - s. Inventory Date

\*To be recorded when available on the individual asset

4. Perform reconciliation of findings with College's asset system database and with IT database for PCs. (PC inventory is not maintained in the asset system)
5. Perform asset valuations based on the list of assets created from the physical inventory.
6. Best practice recommendation for maintaining a fixed asset inventory management system.
7. Recommendations concerning fixed asset inventory software. The College currently maintains its fixed asset inventory in our Ellucian Datatel ERP system, but the College is looking for an updated software program that is easier to use for creating reports.

## **B. REQUESTED SERVICES**

### **1. Inventory of capitalized assets**

- a. Room-by-Room survey
- b. Detail of items valued at \$2,500\* or more (i.e.: manufacturer, model, serial number)
- c. Common equipment by department
- d. Common items by building



- e. Department codes and equipment codes for all items
- f. Vehicles

\*This amount may change based on discussions with College personnel and the successful Respondent.

**2. Inventory of assets with a value of less than \$2,500\* and expected life in excess of one year.**

- a. Room-by-Room survey
- b. Common equipment by department(i.e.: Audio-Visual, lab equipment)
- c. Common items by building (i.e.: Student desks and furniture)
- d. Department codes and equipment codes for all items
- e. Computer equipment/systems (laptops, tablets, PC's)
- f. Musical instruments, athletic equipment/uniforms, etc.
- g. Tools

\*This amount may change based on discussions with College personnel and the successful Respondent

**3. Replacement value of all items inventoried for insurance purposes**

**4. Reports**

Each Respondent must include sample reports with the RFP submission. The selected Respondent shall review sample report formats and options with College personnel at the planning meeting(s). Reports shall be presented in an easy to read format. Detailed and summary reports shall be included in the final product. Reports shall include a narrative section that shall identify the property surveyed, state the purpose of the appraisal, specify the appraisal date, define the level of the value sought and the premise of the value employed, describe the nature of the property included in and excluded from the appraisal, discuss the appraisal investigation, indicate the factorial data considered, present the conclusions of value, outline the qualifying and limiting conditions, and include the signature of an authorized officer of the company. Respondent must provide data file in electronic format (Excel) for purposes of importing to a fixed asset system.

**5. Bar Codes/Asset Tags**

- a. A written document that identifies the tagging technology or technologies which would be most advantageous to the College in meeting its stated goals.
- b. Placement of new bar code/asset tags on all asset inventory in a non-intrusive manner that contains information that will be determined by the College during the project planning stage.



The tags will be such that the data contained thereon can be scanned by any type of scanning device. The tags should be made of premium, durable materials that will remain readable for the life of the asset.

- c. Selected Respondent shall supply all UPC bar-coded tags that meet the College's specifications. Tags shall resist heat, oil, grease, solvents, and cleaning solutions as well as withstand high usage areas and outdoor weather (hot, cold, rain, snow). The bar code tags shall carry the wording "Property of Joliet Junior College" and a number representing the transition of the bar code. Respondent should include an option for RFID tags based on the pre-proposal walkthrough

## 6. Reconciliation

Perform reconciliation of findings with College's asset system database (to begin at completion of inventory process). The reconciliation of findings shall include found assets by tag number, found assets by serial number (missing asset tag), potential assets (no tag), tagged assets found but no corresponding asset found in database download and found and not found assets.

## 7. Planning Services

Conduct a planning meeting(s) with College representatives prior to the start of the field work which shall include the overall scope of this project, including all locations to be surveyed, type of property to be included/excluded, methodology, physical inventory procedures, costing and valuation procedures, database information to be recorded, report format(s), and project schedule.

8. Preparation of a **comprehensive narrative report** describing the scope, procedures and definitions used in the service performed. This should include the methods of asset valuation that will be used.

## 9. Additional Information: Written verification of the following items is required:

- a. The Respondent has secured insurance coverage for professional liability/errors and omissions.
- b. Respondent must have the in-house capability to perform all phases of this service with qualified and experienced full-time employees.
- c. Respondent will provide services, as defined in the final contract, in a timely manner, based on an agreed project schedule. Please provide the number of days (Calendar Days) to complete this project after issuance of the College's purchase order.
- d. The Respondent's availability and capability to handle the proposed workload (include date the Respondent is available to begin work).
- e. Include information on equipment the College will need to maintain bar code information on all new assets received by the College after the inventory is complete. Include any suggested equipment and approximate dollar amount.



**VII. QUANTITY**

There is no guaranteed amount of services intended either expressly or implied, to be purchased or, contracted for by JJC. However, the supplier awarded the contract shall furnish all required services to JJC at the stated price, when and if required.

**VIII. PROPOSED PRICING**

The vendor should furnish a list of proposed prices for all services and materials to be used during the term of the contract. The list of proposed prices should be structured to allow for the calculation of unit cost analyses. The prices included herein are to be firm through the contract term, unless noted otherwise by the vendor.

Respondent must complete this Cost Proposal Form and submit it with the RFP response as **APPENDIX D: COST AND TIME PROPOSAL FORM**

Inventory of capitalized assets >\$2,500	\$
Inventory of assets <\$2,500	\$
Replacement value of assets for insurance purposes	\$
Inventory Reconciliation	\$
Barcode Labels	\$
RFID Labels (in lieu of barcode labels)	\$
Other expenses (List)	\$
<b>TOTAL COST</b>	\$





**CERTIFICATION OF CONTRACT/BIDDER**

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR/BIDDER

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525  
Director of Business & Auxiliary Services, A-3100  
1215 Houbolt Road  
Joliet IL 60431